

## **Procurement Specialist - Objective (IT Acquisitions Analyst)**

### **POSITION SUMMARY**

This Procurement Specialist - Objective position reports to the chief of the IT Enterprise Sourcing Section in the Division of Enterprise Operations, Bureau of Procurement of the Department of Administration (DOA) and performs work under general supervision.

The position manages enterprise information technology (IT) procurement processes for the State, including the Division of Enterprise Technology in the Department of Administration as well as other customer agencies. This position focuses on procuring telecommunications equipment and services by using the Request for Proposal, Request for Bid, waiver of the sealed bidding process and DOA Exemption Authority.

This position performs procurements of telecommunications equipment and services for statewide and enterprise IT initiatives. This position is responsible for the entire spectrum of IT procurement including planning, forecasting, solicitation development, evaluation of solicitations, negotiating contracts and contract administration. Responsibilities also include assisting with development of telecommunications specifications, and the development of cost and evaluation criteria. This position leads and coordinates multi-agency, cross-functional procurement teams.

### **Goals and Worker Activities**

#### **35% A. Develop technical specifications for telecommunications equipment and services.**

A1. Develop detailed and complex telecommunications specifications. Under this function, the incumbent must have working knowledge of:

- Telecommunications Equipment
- Telecommunication Services

A2. Develop solicitations to allow an evaluation methodology for each acquisition to include cost benefit analysis, used equipment markets and an analysis of life cycle management.

A3. Conduct market research to provide a thorough knowledge of assigned industries and technology trends to determine the optimal time to purchase telecommunications equipment and services.

A4. Analyze market, technology and recent state enterprise acquisitions to determine most cost effective procurement method(s): Request for Bid (RFB), Request for Proposal (RFP), or waiver or exemption of the sealed bid process.

A5. Review agency procurement documents to assure conformity with purchasing policies and requirements and provides assistance and consultation.

#### **25% B. Manage the procurement process used to select and procure telecommunications equipments and services.**

B1. Develop solicitation methodologies and related documents to maximize competition for each acquisition.

B2. Coordinate the appropriate resources to participate in statewide and agency-specific standards groups and evaluation teams to facilitate the solicitation evaluation and selection process.

B3. Serve as the procurement resource for evaluation committees. Organize and compile the evaluation results and bid abstracts.

B4. Serve as the primary contact for the vendors and schedule appropriate vendor presentations and other meetings.

B5. Confer with management on the awarding of all contract(s) by successfully completing the Administrative Review (or similar) approval process.

**25% C. Manage contract negotiations utilizing a working knowledge of the financial and market standing of vendors.**

C1. Provide consultation to state agencies and Department of Administration program staff to help minimize service and equipment costs related to contract purchases.

C2. Analyze costs and specific contract information for telecommunications equipment and services.

C3. Maintain current knowledge of applicable market pricing structures.

C4. Organize and compile contract utilization service and equipment data to maximize state's leveraging abilities for new contracts and contract renewals.

C5. Negotiate with vendors to obtain the best quality and price of services.

**10% D. Educate customer base on procurement policy and procedures specifically as they relate to the procurement of telecommunications equipment and services.**

D1. Provide information to customers that will help to ensure their understanding of the procurement process including the DOA Exemption Authority and waiver of the sealed bidding process, and all available sourcing tools (Request for Bids, Request for Proposals, and use of other contracts (e.g. piggybacking)).

D2. On a regular basis along with procurement team members, organize and conduct training designed to teach IT staff and management the procurement process.

D3. Assist in development and on-going updates of the DOA procurement manual relating to telecommunications equipment and services.

D4. Research and develop draft policies for new statutory responsibilities upon request.

D5. Serves as the primary author for telecommunications related case letters providing justification for waiver of the sealed bidding process.

**5% E. Other duties as assigned.**

E1. Maintain up-to-date technology procurement skills through attendance at seminars and classes.

E2. Provide accurate and timely status reports of projects and assignments.

E3. Work on assigned special procurement projects.

**Knowledge, Skills, and Abilities**

1. Knowledge of general telecommunications equipment and services markets.
2. Knowledge of purchasing software, VendorNet and PeopleSoft
3. Ability to conduct market analyses and ability to determine industry trends in telecommunications markets.
4. Knowledge of life cycle evaluation methodologies.
5. Contract development and negotiation skills.
6. Contract compliance and monitoring skills.
7. Knowledge of state procurement law and administrative rules.
8. Knowledge of basic software licensing standards and principles.
9. Knowledge of policy and procedure development.
10. Strong oral and written communication skills.
11. Strong organizational skills.
12. Intermediate skill level using Microsoft Word and Excel to develop bid pricing sheets and bid evaluation abstracts.
13. Ability to work as part of a team.